

**NEW CREATION LOCAL HUMAN RIGHTS COMMITTEE
MEETING MINUTES
Group A
March 7, 2012**

Members Present: Charisma Dixon, Chair, Hasan Zarif, Vice Chair, Linda Jones, Secretary

Members Absent: Kelly Murphy

Others Present: Michael Curseen, Regional Advocate

Group A Affiliates Present: Brothers' Keeper Inc., Creative Concepts, EZETT Youth and Family Services, First Class Living, Hands of Unity, Kingdom Dominion, Upside to Youth Development.

Group B Affiliates Present: Harrison House, Greatness In You, LLC., Open Arms Family Support Services, Richmond Private Methadone Clinic, Therapeutic Interventions.

Affiliates Absent: Access Regional Taskforce, Believer's Vision, LLC.

I. Call to Order

The New Creation Regional Local Human Rights Committee was called to order at 6:05 p.m. on March 7, 2012 by Charisma Dixon, Chair.

II. Introductions – All members, affiliates, and guests made personal introductions

III. Review and Approval of Draft Minutes for December 7, 2011 - Minutes for the regular session on December 7th 2011 were reviewed.

Action: Motion made by Hasan Zarif to approve all minutes as presented. Motion approved.

IV. Public Comment

None

V. Old Business

Crisis Wave Provider Update: Harrison House (accepted)

VI. New Business

1. **Request for Affiliation (Program Expansion) RE:** Brothers' Keeper, Inc. for the Provision of Mental Health Support Services- Mr. David Banks – The committee approved Brother's Keeper Inc. request for affiliation.
2. **Discontinuation of Affiliation:** The following providers voluntarily withdrew their affiliation with the New Creation LHRC:
 - Five Star Living

- First Class Living (Intensive In-home services only)
 - Halcyon Women's Center
3. **Hands of Unity** – Relocation of Residential Services from 5725 Victoria Park Terrace, Richmond, VA 23224 to 6719 Iron gate Road, Richmond, VA 23234 (accepted)
 4. **Review of Revised LHRC Meeting Dates and Reporting Months Schedule** (Mr. Curseen reviewed the schedule with providers and reviewed and discussed the Quarterly Reporting Form questions for #1 & #4)
 5. **Update RE: LHRC Membership Flyer** - Mr. Curseen reviewed flyer developed by Dr. Debbie Cadet, Impact Youth Services and invited providers to circulate this flyer in the community.
 6. **Review of LHRC Expectations RE: Provider Attendance at LHRC meeting** (Ms. Dixon reviewed attendance expectation. Gave contact information to Ms. Dixon and Mr. Curseen)
 7. **Review of LHRC Expectations RE: Requests for Written Documentation** - Ms. Dixon reviewed letter with providers.

VII. Quarterly Reports Review Period October 1, 2011 to December 31, 2011

1. **Access Regional Taskforce** – Citation recommended for not producing quarterly Report and annual report, also absent.
2. **Believer's Vision, LLC** – Citation recommended for not producing quarterly report and annual report, also absent.
3. **Brother's Keeper** – Citation recommended for not submitting annual report.
4. **Creative Youth Concepts** – Citation recommended for no annual report.
5. **EZETT Youth and Family Services** – no allegations
6. **First Class Living** – Citation recommended for not submitting annual report.
7. **Five Star Living** – Discontinued affiliation
8. **Greatness in You, LLC**- no allegations
9. **Halcyon Women's Center** – Voluntarily withdrawn
10. **Hands of Unity** – Resubmitting dates and provisions
11. **Harrison House** – no allegations
12. **Impact Youth Services** – Citation recommended for not submitting quarterly report
13. **Kingdom Dominion** – Citation recommended for not submitting annual report. Reported allegations of abuse. Also reported that there were no findings from APS. Committee requested revision to question #1 page #3 on quarterly report to address providers efforts to ensure that allegations of abuse and neglect and human rights complaints are captured and reported as required by the regulations. LHRC requested revision to be sent to Mr. Curseen within ten (10) business days.

14. **More Solutions** – received citation for not submitting annual and quarterly reports.
15. **Open Arms Family Support Services** – no allegations
16. **ProActive Behavioral Services** – Citation recommended for not submitting quarterly report and annual report.
17. **Richmond Private Methadone Clinic** – no allegations
18. **The MARCS Agency** – Citation recommended for not submitting annual report. Mr. Curseen clarified page 3, question #4 on quarterly reports. Given ten (10) days to make corrections.
19. **Therapeutic Interventions** – no allegations
20. **Upside to Youth Development** – no allegations

VIII. Office of Human Rights Report:

1. **Training RE: Quarterly Reports-** Mr. Curseen reviewed quarterly reporting form. Clarified question #1 and question #4 on page 3. Also, educated providers on changes made to the quarterly reporting form clarifying reporting dates and periods.
2. **Training Opportunities for Providers** – Mr. Curseen shared training opportunities for providers by Fidura & Associates Inc.
3. **Training RE: Community Abuse Allegations/Neglect Reports**
 - Reports need to be completed within 24 hours (before investigation starts).
 - 10 days to complete investigations
 - Page #2 is administrative findings (won't know until after days)
 - Page #1 is date, time, and location (type: physical and etc.)
 - Page #1 describes abuse. (report physical findings)
 - Peer to Peer (when injury is involved) *was staff responsible (neglect)

IX. Secretary's Report – Review of Attendance 7 of 9 Group A provider were in attendance. The committee recommended citations to the Office of Licensing for Access Regional Task Force and Believer's Vision for non-attendance in accordance with Section 12 VAC 35-115-250, A.7 of the Rules and Regulations.

X. Remarks from LHRC Vice Chair – Mr. Zarif applauded businesses that are still around. Also announced that effective June 30, 2012, his term with the New Creation LHRC will expire. Mr. Zarif has served this committee for 6 years and has logged 12 years of combined service with LHRCS. He thanked several people for stepping up to be responsible professionals. Thanked Mr. Curseen and Mr. Bowser for their support over the years.

XI. Next meetings scheduled for: June 6, 2012 at Kingdom Dominion, LLC.

XII. Closed Session – LHRC Membership Applicant: Ms. Ruth Molyne

XIII. Adjournment: Meeting was adjourned at 8:30 p.m.